



MEDICARE ENROLLMENT FOR INSTITUTIONAL PROVIDERS

Target Audience: Medicare Fee-For-Service Providers

The Hyperlink Table, at the end of this document, provides the complete URL for each hyperlink.

Quick Start Guide

1. Get an NPI
 - [Check](#) for yours
 - None? Apply [online](#), use a [paper application](#), or an [EFI](#)
2. Enroll
 - Online in [PECOS](#) (instructions for [organizations](#))
 - Using a paper application ([CMS-855A](#))
3. Pay the application fee
4. Have a local [State agency or accreditation organization](#) conduct a survey
5. Respond to MAC requests
6. Keep enrollment information up to date using PECOS or a paper enrollment form

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Institutional providers must enroll in the Medicare Program to get paid for covered services they furnish to Medicare beneficiaries. This booklet shows these providers how to decide whether they are eligible and how to enroll.

Go to these provider and supplier booklets for Medicare enrollment information:

- [Medicare Enrollment for Physicians, NPPs, and Other Part B Suppliers](#)
- [Medicare Enrollment for Providers Who Solely Order or Certify](#)
- [PECOS for DMEPOS Suppliers](#)

Who Are Institutional Providers?

Medicare lists institutional providers on the [Medicare Enrollment Application: Institutional Providers \(Form CMS-855A\)](#). Institutional providers include:

- Community Mental Health Centers (CMHCs)
- Comprehensive Outpatient Rehabilitation Facilities (CORFs)
- Critical Access Hospitals (CAHs)
- End-Stage Renal Disease (ESRD) Facilities
- Federally Qualified Health Centers (FQHCs)
- Histocompatibility Laboratories
- Home Health Agencies (HHAs)
- Hospice Organizations
- Hospitals
- Indian Health Service (IHS) Facilities
- Organ Procurement Organizations
- Outpatient Physical Therapy/Occupational Therapy/Speech Pathology Services
- Religious Non-Medical Health Care Institutions
- Rural Health Clinics (RHCs)
- Skilled Nursing Facilities (SNFs)

If you do not see your institutional provider type listed, contact your Medicare Administrative Contractor's (MAC) provider enrollment center before submitting a Medicare enrollment application. Go to the [Medicare Fee-For-Service Provider Enrollment Contact List](#) for your State's MAC contact information.

Step 1: Get a National Provider Identifier (NPI)

Use the following provider enrollment systems: the [Identity & Access Management \(I&A\) System](#), the [National Plan and Provider Enumeration System \(NPPES\)](#), and the [Provider Enrollment, Chain, and Ownership System \(PECOS\)](#).

Institutional providers must choose an I&A System Authorized Official (AO) to work in Centers for Medicare & Medicaid Services (CMS) systems. The AO may authorize I&A Delegated Officials (DOs), surrogates, and Staff End Users (SEUs) to work in CMS systems. For more I&A System user choices, go to the [PECOS for Provider and Supplier Organizations](#) booklet.

After CMS validates you in the I&A System as the AO (or any other system user), apply for the institution's NPI (**Institutional providers must get an NPI before enrolling in the Medicare Program**) in one of three ways:

Not Sure If You Have an NPI?

Search for your NPI on the [NPPES NPI Registry](#).

1. **Online Application:** Get an [I&A System](#) user account. Then apply in [NPPES](#) for the institution's NPI.
2. **Paper Application:** Complete, sign, and mail the [NPI Application/Update Form \(Form CMS-10114\)](#) paper application to the address on the NPI Enumerator form. To request a hard copy application, call 1-800-465-3203, TTY 1-800-692-2326, or email customerservice@npienumerator.com.
3. **Bulk Enumeration:** Apply for [Electronic File Interchange](#) (EFI) access and upload your own comma-separated values (CSV) files.

Protect Yourself and CMS Programs from Fraud

Your NPI and Tax ID are publicly available information. Use extra caution to monitor and protect your professional and personal information to help prevent fraud and abuse. Secure your patients' personal health information, too. CMS has the following resources:

- [Medicare Fraud & Abuse: Prevent, Detect, Report](#)
- [Office of Inspector General](#)
- [Help Fight Medicare Fraud](#) (for patients)

Step 2: Complete the Proper Medicare Enrollment Application

After you get the institution's NPI, you can complete the Medicare Program enrollment, revalidate the institution's enrollment, or change the institution's enrollment information. Before starting the application, be sure you have the [necessary enrollment information](#). Complete the following actions using PECOS or the paper enrollment form.

A. Online PECOS Application

CMS wants providers to use the online Medicare enrollment system. Use your I&A System credentials to log in to [PECOS](#) to enroll as a Medicare provider.

PECOS is a scenario-driven application—it presents a series of questions to get needed information to process your specific enrollment scenario. You can use PECOS to submit all supporting documentation.

PECOS Is Easy!

We encourage you to use PECOS instead of the Medicare paper enrollment application. PECOS advantages include:

- Paperless process, including electronic signature and digital document feature
NOTE: You may use PECOS to upload handwritten signatures for web-based submissions
- Faster enrollment
- Submitting only relevant information
- More control over enrollment information, including reassignments
- Easy to check and update information
- Less staff time and administrative costs

B. Paper Medicare Enrollment Application (Form CMS-855A)

You may submit the [Medicare Enrollment Application: Institutional Providers \(Form CMS-855A\)](#). Form CMS-855A collects your information, including the documentation verifying your Medicare Program enrollment eligibility.

NOTE: If you submit a paper application, the MAC creates the PECOS record.

Application Fee

Institutional providers enrolling, re-enrolling, revalidating, or adding a new practice location must pay an application fee. For more information about the provider types subject to an application fee, go to the [Application Fee Requirements Matrix](#).

Whether you apply online or use the paper application, you must pay the application fee online:

- **Online Application:** During the application process, PECOS prompts you to pay the application fee
- **Paper Application:** Go to the [Medicare Provider Application Payment](#) webpage to submit the application fee online

Application Fee Amount

The enrollment application fee submitted January 1, 2019, through December 31, 2019, is \$586.

Visit the [Medicare Application Fee](#) webpage for more information.

When you apply, you may request a hardship exception to the application fee by submitting a written request and supporting documentation that describes the hardship, and why the hardship justifies an exception. You must submit the written request with the PECOS or paper enrollment application. CMS decides whether to grant exceptions on a case-by-case basis.

MACs do not process applications without the proper application fee payment or an approved hardship exception.

NOTE: If you do not pay the fee or submit a hardship exception request, your MAC sends a letter that says you have 30 days to pay the fee. If you do not pay the fee on time, the MAC rejects your application or revokes billing privileges as appropriate. The letter states that because you did not send a hardship request with the original application, CMS will not consider granting a hardship exception instead of requiring the fee.

Electronic Funds Transfer (EFT)

If enrolling in Medicare, revalidating, or making certain changes to their enrollment, CMS makes all providers use EFT. The most efficient way to enroll in EFT is to complete the PECOS EFT information section. When submitting a PECOS web application:

- Complete the EFT information for your organization (if appropriate)
- Include a copy of a voided check or bank letter that includes your legal business name
- Include the account number and routing number that match the PECOS numbers

State Survey Agency

After you submit an enrollment application and all required supporting documentation to your MAC, they will send their recommendations to the [State Survey Agency](#) and CMS' Regional Office (RO). The State Survey Agency decides if specific types of providers meet Medicare enrollment conditions.

Certain institutional provider types may elect voluntary accreditation by a CMS-recognized Accrediting Organization instead of a State Survey Agency. You must notify the State Survey Agency of the Accrediting Organization's decision.

The State Survey Agency forwards survey results to the CMS RO Division of Survey & Certification. The CMS RO decides final approval or denial of the enrollment application, supporting documentation, and survey results.

Accreditation

Providers and suppliers accredited by an approved Accrediting Organization do not need State Survey Agency routine surveys to decide Medicare compliance. Accreditation by an Accrediting Organization is voluntary; CMS does not require it for certification or participation in the Medicare Program. For more information, visit the [Accreditation of Medicare Certified Providers & Suppliers](#) webpage.

Step 3: Respond to Medicare Administrative Contractor (MAC) Requests for More Information

1. MACs pre-screen and verify enrollment application information. During processing, your MAC may need additional information. Respond to information requests within 30 days; otherwise, the MAC may reject your enrollment. When the MAC completes its review for those institutional providers who need a State survey or other State-approved review, the MAC notifies the RO of its recommendation about your enrollment application.
2. After a MAC makes a recommendation, the State Survey Agency or a CMS-recognized Accreditation Organization conducts a survey. Based on the survey results, the agency or organization recommends the RO approve or deny the enrollment (a certification of compliance or non-compliance).
3. Prior to giving Medicare billing privileges, the National Site Visit Contractor (NSVC) may conduct an on-site review to verify you continue to meet CMS enrollment requirements.
4. The RO makes the final decision about program eligibility. The RO also works with the Office for Civil Rights to get the necessary Civil Rights clearances. If approved, you must sign a provider agreement.

National Site Visit Contractor

CMS uses an [NSVC](#) to do the “site visit verification process.” During the site visit, the NSVC verifies enrollment information and collects specific checklist information. The site visit prevents questionable providers and suppliers from Medicare Program enrollment.

Step 4: Use PECOS to Keep Enrollment Information Up to Date

Reporting Changes

Report a Medicare enrollment change using PECOS. You must report a [change of ownership or control](#), a change in practice location, and any final adverse legal actions (such as revocation or suspension of a Federal or State license) within 30 days of the reportable event (go to the [PECOS FAQs](#) for a definition). Submit all other changes within 90 days of the reportable event. For more information, go to the MLN Matters® Article, [Timely Reporting of Provider Enrollment Information Changes](#).

Revalidation

Revalidation—resubmitting and recertifying enrollment information accuracy—is an important anti-fraud tool. All Medicare-enrolled providers and suppliers must periodically [revalidate their enrollment information](#). Generally, institutional providers revalidate enrollment every 5 years or when CMS requests it. PECOS is the most efficient way to revalidate information.

If you are currently and actively enrolled, go to the [Medicare Revalidation Lookup Tool](#) to find your revalidation due date. If you see a due date, submit your revalidation prior to that date. Your MAC notifies you to revalidate. If you submit your revalidation application after the due date, the MAC may place a hold on your Medicare payments or deactivate your billing privileges.

Large Group Coordination

Groups with more than 200 members can go to the [Medicare Revalidation Lookup Tool](#) and search by their organization's name to download group information. They will get a letter and spreadsheet from their MAC listing the providers linked to their group who must revalidate within 6 months. Large groups should work together to ensure they submit only one application from each provider/supplier.

Go to these addresses for more information:

- [Medicare Provider-Supplier Enrollment: Revalidations](#) webpage
- [Provider Enrollment Revalidation – Cycle 2](#) MLN Matters® article

Questions?

Go to the [PECOS FAQs](#), or review the [Provider Enrollment Revalidation Cycle 2 FAQs](#).

Resources

Go to the [Medicare Provider-Supplier Enrollment](#) webpage for more information about:

- PECOS, including how to update your PECOS records
- Paper Medicare enrollment application forms
- Frequently asked questions (FAQs)
- MAC contact information
- CMS provider enrollment updates

Table 1. Resources

For More Information About...	Resource
CMS External User Services (EUS) Help Desk	To report PECOS navigation, access, or printing problems, contact the CMS EUS Help Desk at EUS.custhelp.com .
I&A FAQs	NPPES.CMS.HHS.gov/IAWebContent/FAQs.pdf
I&A System Account Registration	NPPES.CMS.HHS.gov/IAWeb/register/startRegistration.do
MACs	Provider Enrollment Contacts CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf MAC Website List Go.CMS.gov/MAC-website-list
Medicare Application Fee Hardship Exception	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/MM7350.pdf
MLN Connects® National Provider Call, Creating and Verifying Your National Provider Identifier	CMS.gov/Outreach-and-Education/Outreach/NPC/National-Provider-Calls-and-Events-Items/2017-07-12-NPI.html
MLN Matters® Special Edition Article SE1417, Implementation of Fingerprint-Based Background Checks	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1417.pdf
MLN Matters Special Edition Article SE17016, Modernized National Plan and Provider Enumeration System	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE17016.pdf
MLN Matters Special Edition Article SE1520, National Site Verification (NSV) Initiative	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1520.pdf
NPI	CMS.gov/Regulations-and-Guidance/Administrative-Simplification/NationalProvIdentStand
PECOS	PECOS System PECOS.CMS.HHS.gov About PECOS CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/InternetbasedPECOS.html
PECOS Technical Assistance Contact Information	CMS.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243418.html
Revalidations	CMS.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Revalidations.html

Table 1. Resources (cont.)

For More Information About...	Resource
Video Resources	<p>Medicare Provider Enrollment, Chain, and Ownership System (PECOS)</p> <p>YouTube.com/playlist?list=PLaV7m2-zFKpia1McB1WKKkw2esAdiZRem</p> <p>What's New in NPPES 3.0</p> <p>YouTube.com/embed/BOJCAj1P2u8</p>

Table 2. Hyperlink Table

Embedded Hyperlink	Complete URL
Accreditation of Medicare Certified Providers & Suppliers	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Accreditation-of-Medicare-Certified-Providers-and-Suppliers.html
Application Fee Requirements Matrix	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/ApplicationFeeRequirementMatrix1.pdf
Change of Ownership or Control	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/downloads/SE1617.pdf
Check	https://npiregistry.cms.hhs.gov
Electronic File Interchange EFI	https://nppes.cms.hhs.gov/webhelp/nppeshelp/EFI_HELP_PAGE.html
Help Fight Medicare Fraud	https://www.medicare.gov/forms-help-resources/help-fight-medicare-fraud
Identity & Access Management (I&A) System I&A System	https://nppes.cms.hhs.gov/IAWeb
Medicare Application Fee	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/MedicareApplicationFee.html
Medicare Enrollment Application: Institutional Providers (Form CMS-855A) CMS-855A	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/cms855A.pdf

Table 2. Hyperlink Table (cont.)

Embedded Hyperlink	Complete URL
Medicare Enrollment for Physicians, NPPs, and Other Part B Suppliers	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243432.html
Medicare Enrollment for Providers Who Solely Order or Certify	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1247538.html
Medicare Fee-For-Service Provider Enrollment Contact List	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/contact_list.pdf
Medicare Fraud & Abuse: Prevent, Detect, Report	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243333.html
Medicare Provider Application Payment	https://pecos.cms.hhs.gov/pecos/feePaymentWelcome.do
Medicare Provider-Supplier Enrollment	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll
Medicare Provider-Supplier Enrollment: Revalidations	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Revalidations.html
Medicare Revalidation Lookup Tool	https://data.cms.gov/revalidation
National Plan and Provider Enumeration System NPES	https://nppes.cms.hhs.gov
Necessary Enrollment Information	https://pecos.cms.hhs.gov/pecos/help-main/checklists.jsp
NPI Application/Update Form (Form CMS-10114)	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS10114.pdf
NPES NPI Registry	https://npiregistry.cms.hhs.gov
NSVC	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/NationalSiteVisitContractor.html
Office of Inspector General	https://oig.hhs.gov
Online	https://nppes.cms.hhs.gov/IAWeb
Organizations	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243426.html

Table 2. Hyperlink Table (cont.)

Embedded Hyperlink	Complete URL
Paper Application	https://www.cms.gov/Medicare/CMS-Forms/CMS-Forms/Downloads/CMS10114.pdf
PECOS FAQs	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/ICN909015.html
PECOS for DMEPOS Suppliers	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243483.html
PECOS for Provider and Supplier Organizations	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNProducts/MLN-Publications-Items/CMS1243426.html
Provider Enrollment Revalidation – Cycle 2	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/Downloads/SE1605.pdf
Provider Enrollment Revalidation Cycle 2 FAQs	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/Reval_Cycle2_FAQs.pdf
Provider Enrollment, Chain, and Ownership System PECOS	https://pecos.cms.hhs.gov
Revalidate Their Enrollment Information	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/MedicareProviderSupEnroll/Downloads/RevalidationChecklist.pdf
State Agency or Accreditation Organization	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/Accreditation-of-Medicare-Certified-Providers-and-Suppliers.html
State Survey Agency	https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertificationGenInfo/downloads/state_agency_contacts.pdf
Timely Reporting of Provider Enrollment Information Changes	https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MLN/MLNMattersArticles/downloads/SE1617.pdf

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